Vacancy Bulletin
(Blue Sheets)

Issue No: 38
20 September 2019

You can view these vacancies, and more, online at:
dasjobs.co.uk
Latest time for acceptance of advertisements is Tuesday 10am for the Friday bulletin.

**UNLESS OTHERWISE STATED, details and application forms FOR ALL POSTS, excluding those marked INTERNAL can be found on dasjobs.co.uk**

**Only SCC employees** may apply for posts marked INTERNAL in the first instance. **Internally** advertised vacancies can be viewed on the SCC intranet: dasjobs.co.uk/internal

**ALL POSTS MARKED WITH * REQUIRE A CRIMINAL BACKGROUND CHECK VIA THE DISCLOSURE PROCEDURE**

"Somerset County Council is committed to safeguarding and promoting the welfare of children and young people"

All applicants, including current employees, should complete and return the Recruitment Monitoring Form, which is attached to the Application Form. Thank you for your cooperation

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**AN EQUAL OPPORTUNITIES EMPLOYER**

Applications for all vacancies are particularly welcome from people with disabilities. Further details and application forms are also available on request in braille, large print, tape and disc.

**JOB SHARING**

Somerset County Council, as an equal opportunities employer, wishes to promote job-sharing arrangements in any full-time post where the Manager and Chief Officer consider that such an arrangement would be a viable proposition. If you are interested in making an application on a job-sharing basis for any full-time post advertised in this bulletin, you should contact the appropriate Manager in the first instance to see whether such an application would be accepted.

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**To receive an automatic update of the week’s latest jobs**

**simply click on email alerts and fill in the subscription form.**

**You can cancel the email alerts anytime you like.**

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Somerset County Council is proud to offer an environment that is supportive and rewarding, working as part of a team who are passionate about the work they do. We offer great training and development opportunities, with supportive management. We offer an excellent benefits package to all of our employees including:

- A Local Government Pension Scheme.
- Discounted lease car via salary sacrifice scheme and options for discounts on petrol or diesel.
- My Staff Shop offering discounts in shops, online shopping, restaurants, cinema tickets, insurance benefits and so forth.
- A Flexible Benefits Scheme via salary sacrifice to obtain a cycle for work, childcare vouchers, additional annual leave, computers, mobile phones and health screening.
- Generous annual leave and flexible working arrangements.
- Staff discounts in gyms.
- Employee Assistance and support offering a variety of employee wellbeing services to support a healthy work/life balance and lifestyle.
- Optional pension enhancement through our Additional Voluntary Contribution scheme.

Somerset County Council is subject to Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English will be an essential requirement for customer-facing roles.

**Please note for SCC roles:**

If an internal applicant who is at risk of redundancy or in need of redeployment has applied and passed the selection process they will be offered the role over remaining internal and external applicants.

If you are applying for a secondment please ensure you discuss this with your Line Manager first and obtain their approval.
Economic & Community Infrastructure Commissioning, Community Infrastructure, Taunton

PRINCIPAL PLANNING OFFICER
37 hours per week
Salary: £33,799 to £37,849 per annum – includes a £1,500 recruitment allowance offered for up to 3 years.

About us
Somerset County Council is an exciting and vibrant place to work. The county has a diverse landscape with a mixture of rural and urban areas, including 4 AONB and 3 SSSIs. The council is heavily involved in the Hinkley Point C development, at present the biggest construction project in Western Europe. This has brought about swift expansion to the area and the need for the infrastructure to transform rapidly. We are in a great position to continue to shape this growth and create great places, by way of our statutory responsibility for the minerals and waste plans and a genuine commitment to achieving the best for the people of Somerset. Somerset is a great place to develop a career in minerals and waste planning – the county is the country’s third largest aggregates producer and, in addition to waste policy matters associated with a growing population, there is the specific opportunity to engage in waste planning matters linked to nuclear decommissioning.

About the job
We are looking for two Principal Planning Officers to join us; one dealing with development management services and one dealing with the review and development of our minerals and waste local plans. A successful and relevant track record is necessary for both posts.

About you
As a qualified planner and member of the RTPI, you will need be committed to improving the quality of our planning service and keen to help other officers reach their full potential.

If you feel you are an outstanding individual that thinks they could rise to any of the challenges outlined in the above – then we would love to hear from you.

For further information about this post, please contact Paul Hickson on 07977 400838 or email PHickson@somerset.gov.uk

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1043

Closing date: 1 October 2019 Job ref: SCC00830AB

Economic & Community Infrastructure Operations, Countryside, Taunton

RIGHTS OF WAY VOLUNTEER AND TRAILS OFFICER
37 hours per week
Salary: £21,589 to £24,799 per annum

About us
The Rights of Way Service helps to maintain and manage the public rights of way network and legal records for over 6000km+ of paths covering from the Mendip Hills right through to Exmoor National Park, and also works in partnership with Natural England to manage the newly established England Coast Path.

About the job
The post is primarily office based at County Hall, Taunton, but you will be required to travel around the county to undertake path audits and supervise occasional working parties. This is a full-time post equating to 37 hours a week. Some evening and weekend works may be necessary.

About you
Are you a people person looking for a varied new challenge? We are looking for someone to administer and develop existing volunteering initiatives through engaging with individuals, local communities, and other groups to become active in the day-to-day maintenance of the rights of way network. The role is also responsible for monitoring and assisting with strategic issues on promoted trails including the recently established England Coast Path.
The varied work includes a range of administrative tasks, developing training opportunities for volunteers, monitoring and recording the volunteering activity and any other relevant work. You will also be responsible for ensuring implementation of Health and Safety at Work Act, and managing the team’s risk assessments. You will need to have strong organisational and communication skills, good IT and numeracy skills, awareness and working knowledge of risk assessments and health and safety principles and experience of working with volunteers. You will also have some knowledge of rights of way legislation and of practical maintenance techniques. A relevant qualification in countryside management or similar is preferred. For further information contact Rob Coate on 01823 356851. Apply online at [www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1027](http://www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1027). Closing date: 6 October 2019 Job Ref: SCC00803AMB

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**Public Health, Somerset**

**HEALTH VISITOR**

* 37 hours per week
* Salary: £30,401 - £37,267 per annum

**About us**

Somerset Public Health Nursing Team is delighted to offer the opportunity to join our dynamic Health Visiting Teams across Somerset, including Mendip, Sedgemoor and Taunton areas.

**About the job**

The Health Visitor service comprises of a skill mix team that deliver core and targeted health input through the Healthy child programme 0-5 years aged children and their families.

**About you**

This is an exciting opportunity for a registered nurse who has the Specialist Public Health Nurse in Health Visiting qualification. You will need to be a highly motivated and innovative practitioner. You must also have good leadership skills and a knowledge base in safeguarding and child protection processes. In addition to this, you must have a strong Public Health focus and be fully committed to improving the health and well-being of our children and families in Somerset. You must be an NMC registered Nurse or Midwife with SCPHN qualification with an interest of addressing the health needs of children aged 0-5 years and their families. Part time vacancies also available.

Applicants must have a full valid driving licence and have access to a car for work. If necessary, adjustments can be considered in line with the Equality Act 2010. For further details please contact Sarah Bourne, Area Manager Sedgemoor on 07966306106 or Kristie King, Area Manager Mendip on 07775027072. Apply online at [www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1034](http://www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1034). Closing date: 30 September 2019 Job ref: SCC00835TC

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**Children’s Services, Various locations across Somerset – Taunton, Bridgwater, Shepton Mallet**

**NEWLY QUALIFIED SOCIAL WORKER**

* 37 hours per week
* Salary: £29,636 per annum

**About us**

Join us and be part of our enhanced Assessed and Supported Year In Employment (ASYE) programme. We are excited to be able to offer this opportunity to more graduating students than ever before. We are an organisation who are proud to say that we really do ‘grow our own’, and we are good at it. The
ASYE scheme is not only about our Social Workers, but it is also an integral part of Somerset’s commitment to succession planning. We need Social Workers to be located throughout Somerset so please call to talk about locations.

About the job
You will begin your career with us straight in at a Grade 10 and a starting salary of £29,636. From day 1 you will be able to take advantage of the benefits of being an employed member of Somerset County Council staff, including staff discounts and a great pension. If you are relocating to Somerset in order to take up a position as a Newly Qualified Social Worker you may be eligible for a relocation allowance. You will be expected to attend an interview; for further information on this you can contact the Consultant Social Workers (CSW) leading the programme for a pre-discussion. Their details are below. We are an approachable organisation which wants our NQSWs to thrive in the ASYE programme and then stay with us. This is a great opportunity for your career but also an important factor in providing the right support for vulnerable children and families in our county. The enhanced programme is Somerset’s next step to achieving a permanent quality work force. Part time hours may be considered for the right candidate.

About you
We want our NQSWs to have high aspirations and a willingness to learn and develop. You will be supported by your allocated Consultant Social Worker (CSW), your Team Manager and your team to achieve your potential. Opportunities for a varied but protected caseload will be offered enabling you to complete the ASYE. You are required to complete a portfolio which is assessed against the DfE Knowledge and Skills Statement (KSS); study time is provided allowing time to undertake research, to reflect and to complete portfolio paperwork.

Once you have completed your ASYE, the support does not stop there as you will have access to mentor support for your second year along with high quality, mindful supervision. A valid UK driving licence is required, as you will need to travel to different locations in order to undertake the duties of the role. You can apply for the ASYE programme by CV to avoid having to complete a long application. If you would like to discuss this opportunity, please call Maxine Morgan on 07890 581208 or Hannah Webber 01823 357881 or email recruitment@somerset.gov.uk to request a call.


Follow this link to our partner’s site at Visit Somerset http://www.visitsomerset.co.uk/

The interview date will be 22 October 2019, please keep this date free if you are applying.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?JobId=1045
Closing date: 15 October 2019 Interviews: 22 October 2019 Job ref: SCC00842HC

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**Children’s Services, Children and Families Operations**

*SUPPORT WORKER*

Salary: £19,171 to £21,166 per annum

Plus £1.62 for each hour worked on Saturday and Sunday and £36.08 will be paid for each sleep-in

Beechtrees, Wellington

2 x 30and 1x 16 hours pro rata

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?JobId=1037

Job ref: SCC00827SR

The Lodge, Taunton

1 x 14 and 1 x 8 hours per week (weekend working posts)

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?JobId=1038

Job ref: SCC00828SR
About us
As part of Children’s Social Care in Somerset our Residential Short Break service focuses on promoting independence, social inclusion, choice and individual support to children and young people with learning disabilities and complex needs. We have part time positions based in our Beechtrees home, in Wellington and part time weekend positions based in The Lodge home, in Taunton.

About the job
This a very important and rewarding role. You will be working with children and young people in our home and be involved in supporting them in all aspects of their life, including providing personal care, emotional support and assistance with routine tasks.

About you
We need people who are motivated, enthusiastic and flexible, with experience in caring services and able to plan and manage shifts. You will enjoy working with a variety of people and understand the importance of communicating with others and promoting rights and choices. You will either hold a Level 3 Diploma in Caring for Children and Young People or be ready to work towards this. You will need the ability to work flexibly on a rota basis which includes evenings, some weekends and sleep-ins. Ideally you will have the ability and willingness to drive a vehicle, possibly as mini bus.
If you think that you have these qualities and are interested in joining our team, we would love to hear from you.

If you would like to discuss these opportunities please call Karen Hill, Registered Manager on 01823 354604.

Closing date: 30 September 2019

Children’s Services, Children and Families Operations, Curry Rivel

*NIGHT SUPPORT WORKER
22 hours per week
Salary: £10,956 to £11,398 per annum
Plus a one third enhancement for all hours worked between 10.00pm and 7.00am as a waking night.
Salary is dependent upon qualifications and experience. You will be paid an additional £1.62 per hour for each hour worked on Saturday and Sunday.

About us
We are looking for committed, enthusiastic people to work at our home supporting children with disabilities and their families.
Our aim is to give them a fun and stimulating home from home experience whilst giving their families a break from caring. Everybody’s needs are different – all children have a learning disability with profound physical disabilities and complex medical health needs.

About the job
As a Waking Night Support Worker, you will provide nightly care delivery and support to individual young people in accordance with their individual support plans, whilst following Service policies, procedures and Health & Safety regulations.

About you
You will already have some knowledge and understanding of residential work or some experience of working with children. However, we offer excellent training, Diploma for the Children & Young Peoples Workforce (QCF) Level 3, support, induction and additional training for specific medical procedures.
If you think that you have these qualities and are interested in joining our team, we would love to hear from you.

To discuss the role further please contact Tammie Rose, Registered Manager on 01458 251207.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1031

Closing date: 30 September 2019   Job ref: SCC00832SR
**LEAVING CARE WORKER - STEPPING STONES**

**22 hours per week**

**Salary: £12,836 - £14,745 per annum**

**About us**

An exciting opportunity has become available for a Leaving Care Worker in the Mendip area. The role involves supporting young people who are leaving and have left the care system. This role will have a focus on Unaccompanied Asylum Seeking Children but does not require any specialist knowledge or skills in this area to apply as training and support will be provided in post. Our workers are engaged in preparation and planning for adulthood from age 16, taking on the statutory function of Personal Adviser for those over 18 potentially to age 25, taking the lead role in delivering and coordinating services to ensure a smooth transition into independent living.

**About the job**

The Leaving Care worker role involves balancing direct contact with young people alongside multi-agency working, recording, conducting assessments and writing plans. It can be challenging and emotionally demanding but is also rewarding.

**About you**

For this post you will need to demonstrate:

- Significant experience of direct working with older teenagers/young adults who are, or have been, in a care setting and/or young people with complex needs and challenging behaviour.
- A full understanding of child development, the needs of young people who are, or have been, in care and come from another culture. Knowledge of Child Care and Leaving Care legislation and an understanding of safeguarding issues for children and young adults. Knowledge and understanding of assessment and planning processes for young people.
- A good level of communication, advocacy and presentation skills to enable engagement with a wide range of young people, their families, colleagues and other agencies. Skills in engaging and influencing young people some of whom may be challenging and/or resistant to intervention.
- An ability to manage conflicting priorities, crises and some challenging work.
- Sound recording skills and an ability to write good quality, concise reports and plans that include analysis, and are SMART.
- A willingness and ability to travel as our care leavers are located across Somerset and the UK.
- A good all round standard of education to at least 5 GCSEs at Grade A to C, Level 4 or equivalent.
- Vocational qualification (or acquired knowledge) equivalent to Level 3 Qualification Credit Framework Diploma for the Children and Young People’s Workforce.

To understand, uphold and promote;

- The aims of the Council’s equality, diversity and inclusion policies
- Health, safety and wellbeing of self and others SCC’s Organisational Values (the 4Cs) and behaviours.

If, after reading the job details you require any further information about the post please contact Emma Hix Tel No. 01749 822667 or Jo Manning Tel No. 01823 357869.

**Apply online at** [www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1040](http://www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1040)

Closing date: 4 October 2019 Interviews are likely to be held the week commencing 18 October 2019

Job ref: SCC00841SR
About us
Here at Somerset County Council we spend over eight hundred million pounds every year, employing three and a half thousand people who provide vital services to over half a million residents, communities and business.
We are an ambitious Council, focussed on improving people’s lives however, like all local authorities, we have a number of challenges that we need to respond to. So, we have started a major transformation programme to change the look and feel of Somerset County Council so that we are better positioned to address our challenges and continue achieving our aim of improving lives. This challenging but exciting work is focused on turning Somerset County Council into one that is proactive, that invests in prevention, that manages demand on services and works with partners to enable residents to help themselves and to improve their own outcomes. By having a greater focus on prevention and improving lives, we will also be able to create a sustainable organisation.

About the job
One of the key enablers of the Improving Lives programme, is focussed on delivering first class digital and technology-based change to our workforce to enable them to do their job more effectively. We are at the mid-point of an organisation wide roll out of Sharepoint to transform the way we manage our documentation and think about business information. Within Business Change you will be part the Sharepoint deployment team working to the Project Manager. We need an IT trainer who can help and inspire end users to make best use of the MS products we already have, and to embrace future functionality as we constantly roll out new features and products such as PowerBI and Teams.

About you
We would love to hear from you if you have the drive, energy and enthusiasm needed to help transform Somerset County Council. You will be able to show a strong interest and proven track record in designing and delivering technology-based learning and ideally demonstrate flair, imagination and creativity in delivery of learning techniques. You will be able to demonstrate excellent influencing and communication skills and a self-motivated will to be proactive and make things happen.
If you would like to find out more about the roles before applying please get in touch with Annie Chamberlain, Project & Change Manager on 01823 359070.
We are offering this post on a fixed term basis until 31 March 2021.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1029

Closing date: 27 September 2019  Job ref: SCC00825TC

Finance and Performance, Technical Finance, Taunton

SENIOR INSURANCE ASSISTANT
37 hours per week
Salary: £19,171 - £21,166 per annum

About us
We are seeking an enthusiastic insurance or legal professional, to support our Service Manager - Insurance with the management of the County Council’s claims and risk management programme

About the job
The role will include:

• Communicate effectively with all customers and suppliers such as Schools, loss adjusters, solicitors, engineers, internal services and board members.
• Responsible for administration insurance schemes (external and self-insured) including maintaining accurate and up to date policy information.
• Produces management information regarding the insurance function including fund expenditure as required by the service manager. Provides finance support to the team including regular reconciliations of income and expenditure.
• Provides information to enable accurate and timely responses to FOI requests.
• Process financial transactions which may include the collection of premium income and recoveries, preparing transfer journals, payment request forms and invoices; following service procedures following service procedures.
• Monitoring and analysis of claims statistics and trends to support the economic management of the Council’s risks
• Creating and updating insurance procedures and guidance

About you
You will be capable of handling liability claims and have the ability to discuss and monitor claim trends. The candidate should also have a working knowledge or experience of motor and/or property insurance claims handling.
For an informal discussion about the post please contact Heather Hall, Service Manager - Insurance on 01823 359865.
Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1042
Closing date: 25 September 2019 Job ref: SCC00829KF

SEND Professional Services, Autism and Communication, Frome

*AUTISM AND COMMUNICATION BASE TEACHING ASSISTANT X2
37 hours per week – Term Time Only (39 weeks)
Salary: £15,640 and £16,272 per annum

About us
The Autism and Communication Base is situated at Frome Community College. It has 12 places for students aged 13 – 18 who are able to access a mainstream curriculum, with additional support. The Base is currently being renovated and redeveloped, as part of Somerset County Council’s commitment to supporting children and young people be the best that they can be in their local community.

About the job
We are seeking to appoint two motivated TAs with successful experience of supporting children and young people with autism and/or other special educational needs. You will have a commitment to ensuring students achieve good educational and personal outcomes. All staff at the base will be expected to work closely with staff at the College and to be able to develop strong working relationships with them. Somerset County Council values The Autism Education Trust training (AET) and approaches, where autism is seen as a difference and not a disability. All staff are provided with AET training, Team Teach training and other training appropriate to the individual needs of students.

About you
We are looking for TAs who:
• Will value the views of students and their families
• Are caring and nurturing with a good sense of humour
• Will work as part of the team of to ensure inclusive education for students in The Base
• Have the ability to support teaching and learning for students with autism both in mainstream lessons the base and at unstructured times
• Are resilient and have a reflective approach, where developing practice through training and collaboration is valued
• Are excellent communicators with an open and approachable manner
• Have English and maths GCSE to grade 4 (or equivalent)

Visits to the centre are encouraged by appointment, please contact Heather Chapple 01373 465353.
Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1041
Closing date: 24 September 2019 Interview Date: provisionally 11 October 2019
Job ref: SCC00840AB
Adults and Health, Business Support Team, Shepton Mallet

*APPRENTICE BUSINESS SUPPORT ASSISTANT
37 hours per week
Salary: National Minimum wages rates

About us
This is an exciting opportunity for an Apprentice Business Support Assistant to join our Mendip Locality Business Support Team.
We are a dedicated and friendly team that pride ourselves on the provision of high quality business support to our frontline locality teams in Adult Social Care.
We have changed the way we work to focus on promoting independence for everyone – so that people can do the things that matter most to them and live the life they want to live.
We are doing things differently to put the person at the centre of everything we do and to look creatively at how we can meet people's needs in a better way.

About the job
You will be working as part of a team to provide vital support to our frontline teams in a busy office environment. You will carry out a wide range of administrative tasks to support the teams, some of the tasks will include minute taking at sensitive and highly confidential meetings, processing referrals, record management and data analysis using our electronic databases.
Alongside this job you will study for a Level 2 apprenticeship in Business Administration with Richard Huish College. More information about this apprenticeship can be found at https://www.huish.ac.uk/courses/business-administration-level-2-apprenticeship/

About you
Entry Requirements for the position: 5 GCSEs including English & Maths Grades A-C/Grades 4-9.
You will have an enthusiastic approach with a real passion to learn. You will have great attention to detail and be confident using MS Office.
For more information or an informal discussion about this post please contact Becky Huxtable telephone 07977410237.

Apply online at www.somerset.gov.uk/jobs-and-careers/our-vacancies/job-details/?jobId=1028
Closing date: 26 September 2019 Job ref: SCC00817KF

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Heathfield Community School, School Road, Monkton Heathfield, Taunton, Somerset TA2 8PD
Telephone: (01823) 412396 Fax: (01823) 413119 Age range: 11-19, NOR: 1327
email: office@heathfieldcommunityschool.co.uk www.heathfieldcommunityschool.com

COVER SUPERVISOR
Salary Grade 12, Point 12 (Actual salary: £13,720)
We are looking for a full-time permanent member of staff, 27½ hours per week (term time + 3 days).
Heathfield is an oversubscribed, mixed 11-19 community comprehensive school which prides itself on providing an excellent education within a happy and supportive environment. We have been identified by Ofsted as an Outstanding School in all areas.
“The successes of this outstanding school are founded upon a school-wide focus on nurturing and enhancing the learning, achievements and well-being of every individual student.” - Ofsted 2015
We are in need of an enthusiastic Cover Supervisor who will:
- Have some knowledge/experience of working in a secondary school classroom environment.
- Supervise a class of students ensuring the completion of work set by the class teacher.
- Will be an excellent team player.
- Will have a resilient nature and a genuine passion to support student's learning and development, to engage and motivate and have a resourceful approach.
- Will consistently follow the school policies and hold a presence in the classroom in order to successfully manage student's behaviour.
• Has an awareness of all relevant health and safety issues.
This post may also be of interest and provide valuable experience either for Graduates who are thinking of a teaching career and for Graduates who have recently qualified. The post is subject to a satisfactory enhanced DBS and 2 references.
For further information please contact Anne Treeby or download an application form and further details from our school website.
Closing date: Monday 30 September 2019 at 12 noon

The Cedar Centre, Heathfield Community School, Taunton

SPECIALIST TEACHING ASSISTANT required, Grade 14 £14,373 per annum.
The Cedar Centre is a very successful autism unit supporting students who need additional support for complex educational needs to integrate into mainstream education.
We have a permanent position available, 34 hours per week for 39 weeks pa (term time plus 5 Inset days) available to start asap subject to a satisfactory enhanced DBS clearance and probationary period.
We need enthusiastic, flexible, calm people who understand autism. Suitable for applicants with carer’s experience who wish to move into an educational role.
Supporting students with inclusion into mainstream classes is a high priority.
See Job description on our website.
Informal enquiries welcomed. Please contact Stuart Owens, Head of Cedar Centre on sowens@heathfieldcommunityschool.co.uk or telephone (01823) 428929.
Closing date - Monday 30 September 2019 at 12 noon.
Further details and an application form are available on the school’s website
www.heathfieldcommunityschool.com

Little Roots @ Stoke St Michael

PRE-SCHOOL LEADER Required
Scale point 12-19, £21,589 - £24,799 pro rata
24 hours per week
Little Roots Pre-school is based at Stoke St Michael Primary School.
We are looking for an excellent leader to take our pre-school into the next phase of development. The pre-school leader will ensure outstanding practice, manage the pre-school business and grow the setting to ensure sustainability. A good team player with a sense of humour is necessary.
The role is for 24 hours a week, Monday –Thursday and includes 6 hours of administration time.
A minimum NVQ3 or equivalent essential.
Visits to the pre-school are warmly welcome. You can find us at:
Stoke St Michael Pre-school, Moonshill Road, Stoke St Michael, Radstock, Somerset BA3 5LG
Little Roots @ Stoke St Michael is dedicated to safeguarding children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.
Application packs are available to download from the school website:
www.stokestmichaelprimary.org.uk Tel: 01749 840470
Closing Date: End of School – 27th September 2019 Interview date: 2nd October 2019

St John’s Church of England (VA) First School, Christchurch Street East, Frome BA11 1QG
Headteacher: Claire Marsland Tel: 01373 462251
Email: stjohnsfrome@educ.somerset.gov.uk Website: www.stjohnsfrome.co.uk

Experienced HIGHER LEVEL TEACHING ASSISTANT - required ASAP
Grade 12 (£21,589 - £24,799 pro rata). Initially 12.5 Hours per week, Monday to Friday 1.00pm – 3.30pm, to include planning time each week. Term time only. This post is fixed term until 31 August 2019.
The post holder will cover teacher PPA time across the school.
The successful candidate will have:

• HLTA status or equivalent
• Excellent classroom management
• Knowledge of the National Curriculum and the EYFS Curriculum
• Specific expertise or interest in at least one curriculum area
• Good organisational skills with strengths in planning a sequence of lessons
• A willingness to engage with professional development opportunities
• Good evidence of working well in a team

To apply please visit the school website for further details.

Visits to the school are welcome. Please contact the school office to make an appointment.

Closing date: Wednesday 2 October 2019 at 5pm   Interviews: Friday 11 October 2019

St John’s CEVA First School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Prior to employment an enhanced DBS disclosure will be sought together with other relevant employment checks.

Christ Church CofE First School, Feltham Lane, Frome, Somerset BA11 5AJ
Telephone: 01373 463781   Email: sch.152@educ.somerset.gov.uk
Website: www.christchurch.somerset.sch.uk

Part-time HIGHER LEVEL TEACHING ASSISTANT
to have responsibility for the Learning Hub with specified KS2 Children
Required for November 2019 – initially on a fixed term contract
Salary Grade 12 points 12 – 19 £21,589 - £24,799 FTE

Christ Church CofE First School is looking to appoint an enthusiastic and committed Higher Level Teaching Assistant (or equivalent) to join our friendly team. This will be in the KS2 Learning Hub for November 2019. Your working days would be Monday –Wednesday.

For further information on the role, please contact the school SENCO, visits to the school are welcomed
This is a term time only post.
Closing Date: 27/09/2019 @ 12 Noon   Interviews: Friday 11 October

SCHOOL ADMINISTRATOR
32 Hrs per week - Term time only (working 38 weeks per year)
Monday – Friday 8.30am – 3.30pm
Salary Grade 15, Point 3–4 (£18,065 - £18,426 FTE)

An exciting opportunity has arisen to join our school office, we are seeking to appoint an excellent Administrator. Applicants should desirably possess NVQ Level 3 in Business & Administration, a high standard of IT literacy (MS Office software), Word & Excel – RSA Level 2 or equivalent. As the Administrator, you will be the communications manager for the school. You will deal with first line queries from parents, pupils and outside agencies and you will pass on key information to the relevant school contacts. You will also be responsible for updating SIMS (School Information Management System) with pupils’ data on measures such as attendance. Child Protection filing, organising school trips and completing school lunches.

The successful candidate will demonstrate initiative, enthusiasm and an ability to work positively as part of a team. Integrity and confidentiality are essential to this varied role in a Church of England First School. The successful candidate must also be flexible, well organised, and possess the ability to communicate with tact and diplomacy.

We would like the post holder to consider the possibility of taking on the role of Clerk to Governors.
Closing Date: 25/09/2019 @ 12 Noon   Interviews: Thursday 3 October 2019
Application by letter and completion of a Somerset County Council application form, which can be obtained from the school website, www.christchurchschoolfrome.org.uk where you will also find the Person Specification and Job Description. Visits to the school are welcomed.

Christ Church CofE first School, Feltham Lane, Frome, Somerset BA11 5AJ  
Telephone: 01373 463781   Email: sch.152@educ.somerset.gov.uk  
Website:  www.christchurchschoolfrome.org.uk

CLERK TO GOVERNORS  
Hours per week: 5.00  
Grade 13: £19,171 - £21,166 full time equivalent salary  
Required from 7 October 2019  
The governing body, through its appointed and elected governors, plays a distinctive and essential role in the continuing success and development of the school. The clerk’s job is to work with the headteacher, chair and other governors, dealing with administrative matters for the governing body and advising on legal issues of governance. Central to the role is preparing for, taking notes at and producing minutes for meetings.  
The post involves some evening work and the successful candidate should be available at times during the day. Good keyboard skills and the ability to write agendas and produce accurate, concise minutes are essential. Integrity and the ability to maintain confidentiality are essential.  
New clerks receive support and training from the Somerset Governor Services Team and all clerks are encouraged to attend termly briefings in their locality to update themselves on the latest developments in governance.  
The post will involve five hours work for each meeting and there will be ten meetings per year. Meetings will usually be held during evenings and last approximately two hours. The clerk may/will be asked to take on additional work according to need.  
This post requires a DBS check via the disclosure procedure and satisfactory references.  
Closing Date: 25 September 2019   Interview: 3 October 2019  
www.christchurchschoolfrome.org.uk/information/other-information/job-vacancies

Curry Rivel C of E VC Primary School, Church Street, Curry Rivel, Langport TA10 0HD  
Tel: 01458 251404   Email: curryrivelpriory@educ.somerset.gov.uk  
Age Range: 2-11, NOR 158   Website:  www.curryrivelpriory.somerset.org.uk

CLERK TO THE BOARD OF GOVERNORS  
Grade 13 (£19,554 full time equivalent) 2 hours per week  
Term time only, permanent contract from October 2019  
Curry Rivel Primary School is seeking a Clerk to the Board of Governors. The board, through its appointed and elected governors, plays a distinctive and essential role in the continuing success and development of the school.  
The clerk’s job is to work with the chair, other governors and headteacher, in dealing with administrative matters for the board and advising on procedural issues of governance and the board’s statutory duties. Central to the role is preparing for, taking notes at and producing minutes for meetings. The post involves some evening work and the successful candidate should be available at times during the day. Good keyboard skills and the ability to write agendas and produce accurate concise minutes are essential. Integrity and the ability to maintain confidentiality are essential.  
New clerks receive advice, support and training from the SSE-Somerset Governance Services Team and all clerks are encouraged to attend termly briefings in their locality to update themselves on the latest developments in governance.  
The post will initially involve setting and sending the agenda (1 hour); the meeting (4 hours with preparation for photocopying, setting up the room, clearing afterwards); typing up the minutes and
getting them agreed by HT and chair (2 hours). Typically, there will be 1 meeting each term. The clerk will be asked to take on additional work according to need (e.g. preparation and monitoring School policies schedule). This is advertised at 2 hours per week term time only.

The post of Clerk to the Governing Body has been evaluated using Somerset’s Job Evaluation Scheme at Grade 13: £10.14 per hour (£19,554 full time equivalent salary). Curry Rivel Primary School is fully committed to rigorous safeguarding procedures as well as equal opportunities.

**Further information and an application form can be obtained by contacting Mrs Helen Davies, School Business Manager and Clerk to the Governors at hdavies3@educ.somerset.gov.uk or telephone 01458 251404.**  
Closing date: 27 September 2019

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**Oaklands Community Primary School, Preston Grove, Yeovil**  
Tel: 01935 425447 Age Range: 4 - 11 NOR 434 Headteacher: Miss K Parr

**TEACHING ASSISTANT – P.E/Sports**

**Hours:** 34 per week term time only.  
**Salary:** Grade 14 Hourly rate: £9.55 to £9.93 (£14,000 – £14,560 approx. per annum)  
**Fixed term for one year in the first instance**

We are seeking to appoint a TA to assist in the provision of curriculum PE and to take a lead with lunchtime and after school sports clubs and fixtures.  

**Please visit our website [www.oaklandsprimaryschool.co.uk](http://www.oaklandsprimaryschool.co.uk) for an application form and further information about the post. CV applications are not accepted.**

Closing Date: Tuesday 1st October at 12pm.

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**St Mary’s C of E Primary School and Little Oaks Nursery**

**Oakfield Road, Bridgwater, Somerset TA6 7LX**

NOR: 447 Age Range 2-11 Tel: 01278 422691 Fax: 01278 431794  
Email: office@st-marys.somerset.sch.uk [www.stmarysbridgwater.co.uk](http://www.stmarysbridgwater.co.uk)

**TEACHING ASSISTANT**

**27.9 hours per week – term time only**

**Grade 15**

**Required as soon as possible**

We are seeking to appoint an experienced classroom assistant (NVQ Level 2 or above) to support children’s learning throughout the school. We are looking for a caring and enthusiastic person to work across the primary age range, providing in-class support and implementing specific intervention programmes to small groups and individuals.

Desirable skills/experience:

- You must be able to work as part of a team, or on your own initiative, to provide support for pupils.
- Have a good level of English and mathematical knowledge.
- Be committed to continued training and personal development
- Have consistently high expectations of learning and behaviour.

St Mary’s is committed to safeguarding and promotes the welfare of all its children, and expects all staff to share this commitment. Candidates will need to satisfy the requirements of an enhanced DBS. Visits to the school are warmly welcomed and encouraged.

**Further information and an application form can be found on our website at:**

[http://www.stmarysbridgwater.co.uk/vacancies/](http://www.stmarysbridgwater.co.uk/vacancies/)

**Please apply by email:** office@st-marys.somerset.sch.uk

Closing date: Monday 30th September 2019, midday  
Interview date: Friday 4th October 2019
TEACHING ASSISTANT
Commencing: Beginning of October 2019
Grade 15 £9.36 per hour
Term time only
We are looking for an enthusiastic Teaching Assistant to support teaching, learning and personal
development in our Early Years Foundation Stage/Key Stage 1 at our friendly school. The post will be
full days, Monday to Friday from the end of September in school hours [9.00am until 3.30pm].
The successful candidate ideally will:
• Have previous experience of working with children.
• Preferably experience working with Early Years/Key Stage 1 children.
• Be positive, approachable and work effectively in a team.
• Be willing, as required, to work one-to-one or with small groups of pupils who need additional
help and support.
• Support assessment for learning through undertaking observations directed by the class teacher
and keeping records.
• Promote good behaviour in pupils
• Have a good level of English, Maths and Computing Skills.
• Turn his/her hand to almost anything!
• Be confident to use the phone and liaise with parents.
The school offers:
• A warm, well established and welcoming environment
• Great staff.
• Enthusiastic, caring and curious children.
• A strong church school ethos
• A lovely village location
Application forms and further information can be obtained from the Business Manager, Mrs
Angie Foote by contacting the school office by email or telephone.
Closing date: Monday 23rd September (midday)  Interviews: Thursday 26th September 2019
Our school is a safeguarding school committed to promoting the welfare of children and we expect our
staff to share this commitment. All appointments are subject to satisfactory references, enhanced DBS
and medical clearance.

Wiveliscombe Primary School, North Street, Wiveliscombe, Somerset TA4 2LA
ONE YEAR FIXED TERM TEACHING ASSISTANTS REQUIRED FROM
SEPTEMBER 2019 (two posts but could be combined to make one post for the right candidate)
POST 1: 18.75 hours per week, (8:45-12:30), term time only.
To work in the mornings as classroom Teaching Assistant and to cover lunch duty from 12:00-12:30
Must have previous experience of working in a school in a similar role. This role is currently with a Year
3 Class. Some specific observation of a child with a medical condition will also be required.
POST 2: 17.5 hours per week (11.50-3:20), term time only.
To work afternoons 1-2-1 with a child with Social Emotional and Mental Health Needs (SEMH)
This role is to support a child with significant SEMH needs. The candidate must have previous
experience of working with children with SEMH needs and have an understanding of trauma and
attachment. The candidate will need to have initiative in order to adapt the interests of the child to
develop his learning.
Salary Range for both posts (Grade 15 points 9-13)
Candidates must have high expectations and belief that all children can succeed; and be imaginative, organised, patient and hardworking – willing and able to go the extra mile; Wiveliscombe Primary School staff work very well together in a supportive, friendly and lively atmosphere. They are extremely committed, hardworking and professional in their approach to education. Great importance is attached to professional development, and they are expected to engage in training opportunities to further their own learning.

Our last Ofsted rated the school as Good, with a clear passion for teaching and learning.

To apply, download an application form from the School website www.wiveliscombeprimary.org or email wiveliscombeprimary@educ.somerset.gov.uk and return your application form to the same email address.

We are committed to safeguarding and promoting the welfare of children. Any offer of appointment is subject to satisfactory references and DBS checks.

Applications Close: Monday 23 September Interviews: w.b. 30 September

**Wincanton Primary School, Station Road, Wincanton, BA9 9EL**

This fast growing and friendly school are looking for highly Skilled personnel to join this busy and developing school.

**Post 1:**
**YEAR 5/6 GENERAL LSA Full time permanent post**
LSA Salary Grade 15 (£9.36 - £9.55ph)
26.65 hours a week
Following the promotion of our current post holder we are looking to recruit a LSA for the Year 5/6 team. The candidate would require to have knowledge of the KS2 curriculum and demonstrate a good understanding of the grammar and mathematics taught at this level in the school whilst providing support for pupils in the morning in a specific class and then to provide targeted intervention support in the afternoons across the team.

**Post 2:**
**DINING HALL MIDDAY SUPERVISOR**
Salary Grade 16 point 2 (£8.62 ph)
8 hours 45 mins per week (11:45am – 1:30pm daily) in the School Hall
Temporary for a year initially – funding dependent
We require a friendly and efficient person to join our team of midday supervisors to help set up, clear away lunchtime furniture and help supervise the pupils whilst having their lunch.

**Post 3:**
**2X MIDDAY SUPERVISOR**
5 hours a week (12:15pm – 1:15pm) on the playground
Temporary for a year initially – funding dependent
Salary Grade 16 point 2 (£8.62 ph)
We require a friendly member of staff who demonstrate initiative to help supervise our children at lunchtime on the playground. During wet play the post will move to supervising pupils in a classroom whilst it is wet.

**Post 4:**
**BREAKFAST CLUB SUPERVISOR**
Salary Grade 16 point 2 (£8.62 ph)
1 hour a day (7:50am – 8:50am) currently 4 days a week
We are looking for a supervisor to oversee and construct play activities with our children at this busy and popular breakfast club provision.
For all posts we would like to hear from you if you:

- are an outstanding practitioner
- have experience of working with children with complex needs
- have a knowledge of how to support a pupil’s emotional needs as well as their academic development
- are able to demonstrate a good use of initiative and responsibility to support pupils’ learning
- are able to take on others ideas
- are able to communicate well with a range of personalities
- Have knowledge of the KS2 curriculum and end of Key stage expectations.

Our curriculum is set up to explore learning through a hands-on approach that requires skilled professionals to have the ability to promote what is being seen as well as knowing the curriculum well enough to make connections with other areas of the curriculum at the same time; i.e. development of grammar through an investigation or the use of speech. Candidates need to also recognise the small steps that a child needs to take and how this is recorded as part of their individual Learning Plan. This skilled role will enable a child to unlock their learning and become confident learners – a privileged position indeed.

The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. This post is subject to enhanced DBS disclosure and pre-employment checks will be undertaken before any post is confirmed.

Application packs and further information are available to download from our school website: [www.wincantonprimaryschool.co.uk](http://www.wincantonprimaryschool.co.uk).

Application forms should be returned to the Headteacher Mr. G. Wilson by 12 noon on Tuesday 28th September 2019 by email to wincantonprimary@educ.somerset.gov.uk

Interviews will be held on 1st October 2019

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**Holway Park School, Shakespeare Avenue, Taunton**

**LUNCHTIME SUPERVISORS**

11.55am until 1.25pm Monday to Friday

Term time only 38 weeks of the year

£9.00ph

We are looking for a dedicated and enthusiastic person to join our team of staff who are responsible for supervising the pupils through lunchtime.

You will need to be patient, calm and assertive with good empathy skills.

Holway Park School has a commitment to safeguarding children and has a culture of vigilance to support this. Any offer of employment will be subject to satisfactory reference checks and a disclosure check with the Disclosure and Barring Service.

Closing date- Wednesday 25th September 2019

Please email applications to SJBrewer@educ.somerset.gov.uk

Official Somerset Application Forms only accepted no CVs.

[http://dasjobs.co.uk/job/lunchtime-supervisors-16/](http://dasjobs.co.uk/job/lunchtime-supervisors-16/)

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**Tor School, Beckery New Road, Glastonbury, Somerset BA6 9NS**

**HIGHER LEVEL TEACHING ASSISTANT**

37 hours per week, term time only

Salary: Grade 12 (£21,589 - £24,799)

To start as soon as possible

To work in an Outreach capacity with students who are either too unwell to attend school or who may be moving between schools or provisions.

We are a new school for vulnerable young people who find it hard to access mainstream school.
We are looking for someone who can work flexibly, creatively and collaboratively, as well as have a positive attitude in supporting the learning of young people.

Closing Date: Thursday 3rd October 2019   Interview: Friday 11th October 2019

For further information email mramsey@educ.somerset.gov.uk or phone on: 01458 258296

To apply please complete the Somerset County Council application form which is available from www.torschool.org or the school office.

Bridge School Sedgemoor

4 x HLTAs
37 hours per week term time plus INSET
3 x fixed term for 1 year
1 x maternity cover
Start Date: November 2019

Salary: Grade 12 (range) £21,589 - £24,799

Pro-rata actual salary (range) £18,651 - £21,424

We are looking for well qualified and experienced people to join our team and work within our multi-site school in the Bridgwater area. Ideally you should have experience working with young people who may have significant gaps in their education to help them re-engage in their learning. Whilst we are a through school and staff may be required to work with any age group, we are looking to expand our primary provision therefore some primary experience or knowledge would be advantageous.

The people we are looking for will:

• Have the ability to be creative and innovative in developing relevant educational programmes for our young people
• Have excellent skills relevant to supporting and managing the behaviour of pupils on the continuum of social, emotional and mental health needs
• Be solution focused and positive in meeting the social and emotional needs of our young people and open to creative ways of working
• Have the ability, drive and resilience to ensure the emotional health and well being of young people
• Contribute to effective self evaluation
• Have successful experience of working with pupils with emotional, social and mental health needs in a school or alternative education setting
• Be a reflective practitioner
• Desirably have had experience working in a mainstream setting

The Bridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post requires a criminal background check via the Disclosure procedure.

Visits to the school are encouraged, please contact David Kennedy, Assistant Headteacher, telephone: 01278 444222.

Please apply online at http://dasjobs.co.uk/job/hlta-9/

Closing date: Friday 4th October 2019. Interview date: w/c 14th October 2019.

Avalon School

SPECIAL NEEDS TEACHING ASSISTANTS - Full Time Fixed Term Contract

Contract dates: October 2019 to 31st August 2020 (in the first instance).

Head Teacher: Laura Searle
Acting Head Teacher: Anna Hind

Hours are 34.24 per week which includes After School Club (on Tuesdays or Thursdays to be determined by the Head teacher)

Salary Grade 14.4-6: £18,426-£19,171 paid pro rata of full time (37 hrs)
Due to the increasing size of the school, Avalon are seeking to recruit Teaching Assistants to start September 2019.
Avalon is a growing special school catering for young people aged 11 to 19 years with a range of learning difficulties, including pupils with profound and complex medical needs. Our teaching assistants support pupils’ learning and personal care.
The right candidate will have a positive attitude and a commitment to supporting pupils’ learning in school, as well as in the community, for example at college, the farm, off site educational visits and residential opportunities. All of these things are at the heart of our curriculum.
As we continue to extend our provision for vocational learning, and preparing our learners for their adult lives, we also welcome applications from those from trade and vocational careers who have a commitment to enabling learners with SEN.
There are also opportunities for Teaching Assistants to progress and develop through the TA progression pathways.
Closing Date: 9am Monday 30th September 2019  
Interview Date: Thursday 3rd October 2019
To apply complete Somerset County Council application form, outlining how your experience, skills and expertise equip you for the role. Please refer to the person specification and job description in your application.
http://dasjobs.co.uk/job/special-needs-teaching-assistants-8/
Applications to; sch.610@educ.somerset.gov.uk or the school office.
For further information please contact the school office.

Fiveways School
Caring, enthusiastic people needed to support pupils with Severe Learning Difficulties

SUPPLY TEACHING ASSISTANTS
Grade 15.3  £10.49 per hour (including holiday pay)
Core working hours 8.40am – 3.30pm when required
Term time only: 39 working weeks per year
This post will involve being called to work at short notice
To start as soon as possible
An excellent opportunity exists for an enthusiastic people to join this ‘outstanding’ (OFSTED) school. The post holders will join a team of staff currently working with pupils across the school. Qualifications, experience and a real commitment to special needs would be a significant advantage.
Our school is committed to ensuring a ‘Safer Recruitment’ process including a Criminal background check.
Job Description and Application Forms are available from the school website: www.fivewaysschool.co.uk
Deadline for Receipt of Applications: 10th October 2019
Interviews to be held: Date to be confirmed
Only successful applicants will be contacted

Inaura School

LEARNING SUPPORT WORKER
37 hours per week (Monday to Friday)
Salary: £18,000 p.a.
Learning Support Worker needed at Inaura Independent School. Successful person will be expected to provide one to one personalised learning to students; safeguard students welfare; deliver study plans and record outcomes; prepare resources.
Essential Requirements: Experience with young people with special needs; skills to work appropriately and effectively with individual students; ability to promote student’s social and emotional development; ability to respond calmly and effectively to displayed behaviours; confidence to work independently; excellent communication skills; use of own car
Desirable Requirements: Interest and competence in one of the following areas: Ecology, Horticulture, Group or outdoor activities, PE.

Inaura School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and CRB clearance, paid by employer.

You can apply for this job by obtaining the employer’s application pack by emailing the employer at recruitment@inaura.net.

**FOREST SCHOOL PRACTITIONER**

Inaura School is looking to appoint an experienced and effective Forest School Practitioner

- **37 hours per week**
- **Salary: £20,000**

Closing date: 4 October 2019 (Noon)

To request an application pack, please email: recruitment@inaura.net

Or telephone: 01823 690211

Inaura School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

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**CLERK TO GOVERNORS**

Required as soon as possible

- **Salary: £10.97 - £11.19 per hour depending on experience**

The Trust is looking for an efficient administrator to take on the role of Clerk to Governors at Preston C of E Primary School and Kingfisher Primary School, working in partnership with the Chairs, Governors, Head Teachers and Trust Business Manager.

Duties of the role will include attending Local Governing Body meetings, taking minutes and providing typed copies in a timely fashion as well as ensuring governance compliance.

The post will involve clerking approximately one evening meeting per term, per school (a total of 6 over the year for both schools). There may be the opportunity to clerk additional meetings at other schools within the Trust if the need arises. Hours of work outside of the meetings, to prepare for meetings and to type up minutes, may be worked flexibly either in school or at home. This is an important role for the Trust, as it is part of the support team aiming to achieve excellence in governance across the Trust.

You will need to be self-motivated and well organised with good IT skills and the ability to plan and prioritise your workload. You will also need to be comfortable chasing busy people to ensure deadlines are met and confident in taking the initiative to find relevant information on behalf of the Governing Body. It is essential that you can work with diplomacy, sensitivity and absolute confidentiality at all times. Previous experience is preferable but not essential as training and support will be provided.

PPAT is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment. The successful applicants will require an Enhanced Disclosure & Barring Service check, medical clearance and references.

Please apply in writing by completing the application form available from the trust website www.prestonprimaryacademytrust.co.uk

Closing Date for Applications: Monday 7th October 2019 at 9.00 am
FOREST SCHOOL LEADER
Permanent
Pay Grade: Band 13 (£19,171 to £21,166)
Hours: 30 per week
Actual pay £12,858 to £14,196
An exciting opportunity has opened up for a Forest School Leader at St James Church School on a permanent contract. This role includes whole class Forest School sessions, Forest School interventions across the school, and after school clubs. This is a school full of children that enjoy learning. We are looking for a candidate with a passion and love for education, is resilient, and who will offer children a high quality and professional education.

In return we are able to offer the successful candidate:

- A friendly and pleasant working environment.
- Private parking for staff
- Working as part of a welcoming, friendly, and dedicated staff team
- Supportive Leadership Team and Local Governing Board

We have a strong communal ethos, assisting each other to ensure that all stakeholders enjoy their time in the school. We understand the difficulties that come with teaching, and strive to alleviate them. We look for someone who is willing to work with us and add to our improving school.

This vacancy is perfect for a candidate looking for a school that is nurturing and friendly. If you are that candidate, we warmly welcome you to visit the school. Please contact the School Office on 01823 272553 to arrange a visit.

An application form and Information Pack can be downloaded from the school website www.stjamessch.co.uk or the BWMAT website www.bathwellsmat.org

As part of the wider BWMAT you will benefit from the support of a professional and experienced central team and also a network of colleagues in similar role across other schools. The BWMAT offers excellent CPD and staff benefits for its employees. Please visit the 'working for us' tab on the BWMAT website for more details.

Closing date for applications: Monday 7th October 2019   Interview date: Monday 14th October 2019

Application forms should be sent to the school office by post or email to the School Business Manager Gavin Duenas – gavin.duenas@stjames.bwmat.org

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are subject to satisfactory references and an enhanced DBS check.

This role will commence: Monday 4th November 2019 subject to notice period

LEARNING SUPPORT ASSISTANT
Salary: Grade 15 or 14 dependent on experience (£18,065 - £19,171 based on 37hrs per week)
This is a fixed term contract, working term time only
(8.50am – 3.15pm) Monday - Friday (26.25hrs per week)
We wish to appoint, from November 4th 2019, a Learning Support Assistant to work in Key Stage 2. The post will involve supporting a class with high levels of Special Education Needs and supporting the
1:1 provision for a pupil with complex social, emotional and mental health needs. It is a 5 day a week post which will be a fixed term contract for 1 year in the first instance. We are a vibrant, supportive, happy and thriving community school with high expectations and a strong values driven ethos. We are seeking to appoint a candidate who will:

- have the resilience and desire to support children with complex learning needs
- be a team player with a positive attitude and a sense of humour
- be a reflective person, who shows initiative and leadership to support our children to achieve their full potential
- have experience supporting pupils with emotional and social difficulties
- firmly believe that every child can be successful in learning
- have a good level of English, Mathematics (GCSE grade C or equivalent). Other qualifications, such as an NVQ Level 3, would be an advantage.
- promote the inclusion of all pupils ensuring they have equal access to opportunities to learn and develop

Please contact the Office on 01823 338138, visit our website, or email office@blackbrook.oak.education for an application pack.

Blackbrook Community Primary School is committed to safeguarding and promoting the welfare of children and all staff/volunteers must share this commitment. All appointments are subject to the necessary DBS and pre-employment checks. No CVs accepted. Blackbrook Community Primary School is an Academy which is part of The Oak Partnership Trust.

Closing date: Friday 4th October 2019   Interviews: Monday 14th October 2019
TRLP is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment. The successful candidate will be required to undertake a Disclosure & Barring Service check.

ADMINISTRATION ASSISTANT
Grade / Salary: Grade 15, Spine Points 3 – 4, depending on experience.
This equates to an approximate salary of £15,000 to £15,500 before deductions.
Contract type: Full Time (37.5 hours per week) – Term Time Only (38 Weeks)
Contract term: Permanent

North Town Primary School (part of the Richard Huish Trust) are seeking to appoint a professional, organised and efficient administrator to join our dedicated Administration Team.

Our school can offer:
• An opportunity for you to make a real difference in the lives of young people.
• A supportive school community including children, parents, staff and governors.
• A welcoming and enthusiastic environment with a talented and dedicated staff team.

The successful candidate will:
• Have recent and relevant administrative experience within an educational or business setting.
• Be able to communicate effectively with children, parents, external organisations and colleagues at all levels using a variety of mediums.
• Perform a range of administrative tasks with meticulous attention to detail.
• Work accurately, pay attention to detail and deliver quality in all aspects of the role.
• Have a dedication to providing the highest standard of customer service.

LEARNER SUPPORT ASSISTANT AND LUNCH TIME SUPERVISOR
Grade / Salary: Grade 15, Spine Points 3 – 4, depending on experience.
This equates to an approximate salary of £12,000 to £12,500 before deductions.
Contract type: Full Time (29 hours and 35 minutes per week) – Term Time Only (38 Weeks)
Contract term: Permanent

North Town Primary School (part of the Richard Huish Trust) are seeking to appoint an experienced, enthusiastic, flexible and adaptable Learner Support Assistant and Lunch Time Supervisor to ensure that the needs of pupils, some with Special Educational Needs & Disabilities (SEND) are met.

The successful candidate will support the class teacher by:
• Delivering learning support to pupils, including pupils with SEND, through a range of approaches.
• Supporting a pupil / pupils at lunchtimes in a range of ways.

Our school can offer:
• An opportunity for you to make a real difference in the lives of young people.
• A supportive school community including children, parents, staff and governors.
• A welcoming and enthusiastic environment with a talented and dedicated staff team.

The successful candidate will:
• Have recent and relevant Learner Support (Teaching Assistant) experience in at least one primary school.
• Have the knowledge and understanding to work with children with special educational needs.
• Be able to relate effectively with learners and adults.
• Be able to follow Individual Learning Plans (ILP) systematically.
Dates: Apply by: 12 noon, Monday 30th September  Interviews: w/c 30th September
Start date: ASAP

Application packs are available on our website www.northtownschool.org.uk or by emailing NTRecruitment@educ.somerset.gov.uk. Please contact the school office for paper copies.

Completed applications should be sent to NTRecruitment@educ.somerset.gov.uk. Applications received that do not contain a fully completed application form will not be considered.

It is the school's policy to obtain references in advance of an interview. Candidates who do not wish for a reference to be taken in advance will not be short-listed for interview.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure. Safeguarding is everybody’s responsibility.

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Huish Episcopi Academy (11-18) Wincanton Road, Langport, Somerset TA10 9SS

Do you want to work in a dynamic, forward thinking and supportive environment? Look no further than Huish Episcopi Academy.

We believe that Huish Episcopi Academy is a very special and rewarding place to work, where staff have a shared vision of delivering the best outcomes for all students in our community.

Huish Episcopi Academy is a very successful, oversubscribed 11-18 school serving a large rural area of Somerset. The Academy prides itself on high academic achievement for all students, excellent standards of respect and behaviour in addition to outstanding teaching facilities and resources.

Staff benefit from an extensive CPD programme, including access to the Huish Academy Leaders Programme and the Somerset Aspiring Heads Programme; reduced membership rates at our community leisure centre; membership and regular involvement with PiXL events; and the support of a dynamic and hard-working leadership team.

We have the following vacancies available:

**INCLUSION BASE MANAGER**
37 hrs p.w. Term time only plus one week. Permanent.
Salary range £25,295-£28,785 pro rata. (Grade 11 pts 20-25)

**SENIOR SCIENCE TECHNICIAN**
37 hrs p.w. Term time only. Permanent. Required a.s.a.p.
Salary range £21,589 to £24,799 pro rata. (Grade 12 pts 12-19)

**LEARNING SUPPORT ASSISTANTS**
30.5 hrs p.w. Term time only. Permanent. Required a.s.a.p.
Salary range £18,795 to £19,171 pro rata. (Grade 14 pts 5-6)

Application packs are available from our website at www.huishepiscopi.net or from Miss Leach at the school. Closing date for applications – noon on Friday 4 October 2019. Telephone 01458 250501 Fax 01458 250262 Email: huishrecruitment@educ.somerset.gov.uk

Huish Episcopi Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts require a criminal background check to be completed.

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West Somerset College is an all-inclusive College catering for 13 to 18 year olds, situated on the edge of Exmoor National Park.

**ADMINISTRATOR/RECEPTIONIST**

Job Ref: WSCAR

35 hours per week, 39 weeks per year (term time plus INSET days)

**Salary Grade BCT Points 3-4, (commencing point 3)**

**Actual Starting Salary: £13,818 per annum**

At West Somerset College we aim to provide a rich and varied education for all of our students. We believe that ensuring students realise their full potential depends upon a continuous drive for excellence by our staff.

This role involves ensuring all callers and visitors to the College are provided with an efficient and effective service, being the primary contact between the College and the community.

This role will also involve some basic administrative duties and delivering first aid.

The successful applicant will need to have excellent communication skills, dealing with members of the public, staff and students in a friendly and professional manner.

**Further details and an application pack can be found in ‘Vacancies’ in the ‘Information’ section at:** www.westsomersetcollege.org

Closing Date for applications: Midday, Friday 4th October 2019

West Somerset College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve. A criminal disclosure check will be requested for any applicant who is offered a position.

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**Brymore Academy, Cannington, Somerset TA5 2NB**

**LEARNING SUPPORT ASSISTANT/KEY WORKER (LSAK)**

37 hours per week - 36 weeks per year

(to include term time, plus inset days, plus six Saturdays)

**Fixed term contract, for two years dependent on funding**

**Salary: BCT Point 3-4, commencing at point 3. Actual Salary: £13,484 per annum**

Brymore is a State Boarding School for boys aged 11 - 17 set in its own 60 acre site with a working farm, gardens, workshops and sports facilities which are fully utilised in the delivery of the curriculum to over 270 students of which 140 are boarders.

At Brymore Academy we aim to provide a rich and varied education for all of our students. We believe that ensuring students realise their full potential depends upon a continuous drive for excellence by our staff.

We are looking for an individual who is able to provide in class and general support for a boy with autism. You will also be expected to provide general support for boys both academically and in their personal development.

You will need to have a desire to work with young people and a belief that every young person deserves the chance to succeed.

**Further details and application form for this post are available to download from our website www.brymoreacademy.co.uk or email office@brymore.somerset.sch.uk or telephone 01278 652369. Please ensure you return this completed application form with your request for consideration for the post.**

Closing date: Noon on Wednesday 2nd October 2019

The school is committed to safeguarding and promoting the welfare and safety of children and therefore this post requires a criminal background check via the disclosure procedure.
AUTISM SUPPORT CENTRE ADMINISTRATOR

Required from: ASAP

‘The Preston Centre’ is our onsite base for students with an EHCP for autism

Part-time 20 hrs /week 39 weeks a year Grade 15

We are a Business & Enterprise Academy that aspires to embody our strapline of ‘Bringing Learning to Life & Life to Learning’ for every student every day. We place a large emphasis on the development of character and personality of our students, alongside a relentless drive for improving progress in all of the subjects that they study. We aim to be GREAT in everything that we do.

We are seeking to appoint a motivated and organised administrator who will support the running of the school’s on-site Autism resource base. The post-holder will support the Base Leader and team of support staff by ensuring the admin side of running the base effectively. You will have a commitment to ensuring pupils in The Preston Centre feel welcome and comfortable in the base whilst supporting the organisation of running the base through scheduling meetings, preparing documents for meetings and other administrative tasks.

The Preston Centre is currently managed by Somerset Council but there are plans to transfer this to Preston School imminently. Employment will be undertaken by Preston School from 1st November 2019, under the proviso that the school takes on the running of the base, which it fully intends to do and is currently in the process of doing.

Information on the school and post can be accessed from www.prestonschool.co.uk/vacancies.

This post is subject to two references along with enhanced DBS check from Criminal Record Bureau and medical history check.

Closing date: Tuesday 1st October 2019

Bridgewater College Academy, Parkway, Bridgwater TA6 4QY
www.bridgewatercollegeacademy.org   Tel: 01278 727327

Bridgewater College Academy is an independent but wholly Government funded school for 3 to 16 year olds in Bridgwater.

CLEANER

Job Reference Numbers: CLE

10 hours per week, 44 weeks per year (to include term time, plus INSET, plus 5 weeks)

Hours: Monday – Friday 2 hours between 3 and 6pm

Salary: BCT Point 1.  Actual Salary: £4,329.00 per annum

We are looking for a reliable, conscientious people, able to be flexible and work as part of a team. The role involves ensuring the Academy is cleaned to the highest standards, meeting health and safety requirements. This role is on a permanent basis.

Closing date for applications: Midday Friday 11 October 2019

EXAM INVIGILATORS

Job Reference Numbers: EXA

This is a casual position - hours and days vary according to need.

Pay: £9.51 per hour

Are you confident, outgoing and able to deal with challenges that arise in a calm manner? Applications are invited from individuals who are able to work as part of our friendly and effective team. You will be required to supervise public and internal examinations. Experience of managing young people would be an advantage, but not essential.

Training will be provided.

Closing date for applications: Midday on Monday 30th September 2019
Bridgwater College Academy Sports Development Centre is a community sports centre based on the Bridgwater College Academy site in Bridgwater, Somerset. Bridgwater College Academy is an independent but wholly Government funded school for 3 to 16 year olds in Bridgwater. Following extensive refurbishment the sports centre has been re-launched to the community offering a vibrant mix of school, community and club based programmes. The centre offers a range of indoor and outdoor facilities enabling a varied and inclusive programme to operate. The aim of the Sports Development Centre is to create a facility which provides a wide range of accessible and affordable activities for the Academy students, families and the community to participate in a high quality and friendly environment.

**Bridgwater College Academy Sports Development Centre facilities include:**
- Sports Hall (4 badminton courts)
- 4 squash courts
- Dance studio
- New full size 3G football pitch
- Rugby pitch
- Cricket field and artificial wicket (summer)

The facilities will be primarily utilised during weekdays to host PE lessons and after school activities with public use occurring at evenings, weekends and school holidays. The centre opening hours are Monday to Friday 5:00pm – 10:00pm, Saturday 9:30am – 6:00pm and Sunday 9:30 am – 2:30pm

**RECREATIONAL ASSISTANTS (Job Ref RA)**
**Hours: Part-time, casual hours, to include evening and weekend work**
**Salary: £8.21 per hour**

We are looking for enthusiastic Recreational Assistants to provide all visitors to the Sports Development Centre with a friendly and positive experience. Your role will be to provide excellent customer care, ensuring the facilities are maintained to a high standard so they are clean and safe for our visitors to use.

Closing date for applications: Midday, Friday 4th October

For full details and an application pack for these positions, please visit the ‘Vacancies’ section in ‘Key Information’ on our website: [www.bridgwatercollegeacademy.org](http://www.bridgwatercollegeacademy.org)

Bridgwater College Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. Our mission is that all children achieve. A criminal disclosure check will be requested for any applicant who is offered a position.

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**We are seeking an**
**ASSIGNED TEACHING ASSISTANT SEN**
To support an individual pupil in Key Stage 4.

**To start as soon as possible**
**Steiner Academy Frome** is a free school just 12 miles south of Bath, 20 miles south east of Bristol. Are you looking for a fresh challenge, working with warm, welcoming and talented colleagues, in dynamic, pioneering conditions? Have you got experience of this work? If so, this may be the one for you!
Applications are invited for the post of **Assigned Teaching Assistant** to deliver high quality teaching support with a pupil with identified special educational needs

**Start-date:** As soon as available

**Salary:** The FTE is £17,738 plus entry into the Local Government Pension Scheme

**Hours:** 7 hours per day plus meetings M-F Term Time Only

For an application form, job description and further details, please contact: admin@steineracademyfrome.co.uk (tel. 01373 832804).

**Closing date:** Review of applications will begin on 13th September 2019 and continue until the position is filled.

The Steiner Academy Frome wishes to employ staff who are caring and will uphold the ethos and curriculum of the Academy. To support this, the Academy takes into account the guidance issued by the DfE "Keeping Children Safe in Education & Annex A, September 2019 and Working Together to Safeguard Children, 2018"

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**SOMERSET WASTE PARTNERSHIP**

**PERMANENT OPPORTUNITY**

Somerset Waste Partnership (SWP) was established in 2007 to manage waste services on behalf of all Council’s in Somerset. SWP manages waste collection, recycling and disposal services for over 250,000 Somerset homes, aiming to increase recycling levels from 52% towards 60% per cent by 2023, continue to recycle nearly everything in the UK, and improve its already ‘high-flying’ carbon performance.

SWP is nationally recognised for our history of innovation and its excellent environmental performance. We are looking for a passionate and energetic individual to continue this history of innovation and help us deliver our huge ambitions, at what is a very exciting time to work in a role making a real difference to our environment. The following new post within the organisation is offered on a permanent basis:

**HEAD OF COMMUNICATIONS AND ENGAGEMENT**

Ref No: SWPH033  
Closing Date: 30 September 2019  
Interview Date: TBC

A key senior management position has arisen within Somerset Waste Partnership to bring together and drive forward strategy, behaviour change and communications. This is a vital role working within a nationally recognised organisation to develop innovative ways of driving behaviour change, develop new partnerships, and innovative ways of working. SWP are hugely ambitious for the future, and we are looking for someone who wants the opportunity to develop and drive strategy forward, so that SWP remains at the cutting edge nationally and to make a huge difference to residents, businesses, communities and the environment in Somerset.

The successful candidate will be able to evidence how they work collaboratively and have used effective marketing, behavioural change, and community engagement to achieve tangible results. They will be as comfortable developing strategy as they will be developing a behaviour change campaign, and will have excellent communication and interpersonal skills. They will be passionate about what SWP does and our ambitions for the future.

Please email swpbusinesssupport@somersetwaste.gov.uk for application details. Please quote the above reference number.

For further information or an informal discussion about the role, please call Mickey Green, Managing Director, on (01823) 625707. Please see our latest Business Plan ([https://bit.ly/2T1NFiy](https://bit.ly/2T1NFiy)) for more information about SWP.
CUSTOMER CHAMPION
Job Ref No: TRCCDH
Location: Taunton
Salary: Grade E £22,911 to £24,799 per annum, pro rata
Based at Deane Helpline, Kilkenny Court (and other offices as required)
Permanent
25hrs per week Monday to Friday 4pm – 9pm
Closing date for application forms: 26th September 2019 12pm
Interviews: W/C 7th October 2019
An exciting opportunity has arisen to join our team as a Customer Champion.
We are looking for customer focussed individual to join our team and help us provide the best customer experience possible. We are looking for someone who is professional that cares about our callers, is ambitious about building an award winning customer service team and has a can do attitude.
As part of the Customer Services team you will be the first point of contact by phone, online chat, and social media or in person. You will handle emergency calls from our Deane Helpline customers in our contact centre but will also help visitors in our Customer Hubs and give advice, guidance and reassurance to customers with a wide variety of requests.
For an informal discussion about the post, please ring Richard Burge on 01823 257520.
How to apply:
To apply for this role, please visit: https://www.somersetwestandtaunton.gov.uk/jobs/ to download and complete the Application form and Recruitment Monitoring forms in line with the Job Description.
Completed Application Forms and Recruitment Monitoring forms should be emailed to recruitment@somersetwestandtaunton.gov.uk quoting the job reference number.